

Montana Shared Catalog Partner Resource Sharing Group
Memorandum of Understanding (MOU)

1. Parties

This memorandum of understanding (MOU) is made this _____ day of _____, 20__ by and between the Montana Shared Catalog Partner Resource Sharing Group (Partners), a subgroup of the Montana Shared Catalog (MSC), Montana State Library, P.O. Box 201800, Helena, MT 59620, and (Library), (Library Address) wishing to become a member of Partners.

2. Purpose

Partners is a cooperative multi-type library system serving academic, public, school, and special libraries in the state of Montana. The Vision of Partners is to be a source of enhancement and inspiration for the Montana library community. The mission of Partners is to facilitate collaboration and cooperation between member libraries to improve and expand access to and delivery of library materials.

The members agree to the terms set forth in the Bylaws and Membership Policies and Procedures of the Partners, available online at:

http://msl.mt.gov/For_Librarians/Montana_Shared_Catalog/Partner_Libraries/default.asp

3. Effective Dates

This MOU is effective upon written approval by both parties and expires when membership is terminated in writing by either party pursuant to paragraph 5g of this MOU or pursuant to Article IV, Sections 2 or 3 the Bylaws.

4. Montana State Library (MSL) Responsibility

As the administrative and fiscal agent for the MSC the Montana State Library will hold member libraries responsible for Article IV of the Partners Bylaws, Sections 1, 2, 3, and 4, available online at:

http://msl.mt.gov/For_Librarians/Montana_Shared_Catalog/Partner_Libraries/default.asp

5. Library Responsibility

- a. Fulfill all policies and procedures as set forth in the Partners Standard Operating Procedures.
- b. Attend bi-monthly conference calls and two face-to-face meetings each year in conjunction with the MSC meetings.
- c. Present the membership with an acceptable materials transportation plan that includes transportation to and from the bus depot or a hub library. Schedules should be a minimum of:
 - 2 times per week if the library is open 20 hours or less
 - 3 times per week, 40 hours or less
 - 4 times per week, 50 hours or less
 - 5 times per week, over 50 hours per week
- d. Become a member of the Partners Libraries listserv
- e. Purchase and make available to all Partners libraries popular materials requested by your cardholders.

- f. Run all weekly and monthly reports to determine purchase requirements based on customer requests and holds.
- g. Give a 30-day written notice by the governing authority to terminate membership if all outstanding obligations to the MSC are current

6. Contacts

Montana State Library

MSC Partners Chair

(Signature of Library Director)

(Signature of Library Board Chair)